

Section 1. - Purpose:

The Public Safety Committee of the Board of Aldermen has approximately \$635,000 available to appropriate for programs aimed at the prevention of crime in the City of St. Louis. The Committee is seeking proposals from qualified not-for-profit organizations to serve youth at risk, targeting male and female youth between the ages of 11 and 18. All proposals shall be limited to a maximum amount of \$100,000. For the purposes of this RFP, crime prevention programs are defined as those programs that, either on an individual or group level, work to instill the self-discipline, self-control and self-worth necessary to reduce the likelihood of involvement in criminal activity.

Section 2. – For-Profit/Non-Profit Status Verification:

If you are a governmental entity, you must provide the name of your entity and confirm that you are a public governmental body as defined in Chapter 610.010 (4) of the Missouri Revised Statutes, known as the Missouri Sunshine Law.

If you are not a governmental entity, you must confirm that you are a not-for-profit entity as defined under Federal and Missouri law and provide documentary proof of that status for the current and immediate past calendar year. Such proof may be in the form of 501 (c) (3) or similar certifications and tax returns.

Section 3. - Selection Criteria:

Providers will be selected from among those organizations submitting a proposal pursuant to this RFP based on an objective evaluation of the proposal which is deemed most advantageous to the City on the basis of the following criteria:

1. Specialized experience, qualifications and technical competence of the organization, its principals, and staff.
2. The provider's responsiveness to and understanding of the project's scope, including work plan and technical approach, as well as the ability of the organization to provide programming and services that address the specific needs of the neighborhood to be served.
3. Time frame in which the project as identified will be implemented, including approach to the project and any unusual problems anticipated.
4. The capacity and capability of the organization to perform the work within the time limitations indicated.
5. Past record and performance of the organization (if applicable) with respect to quality of work and measured outcomes, including any past relevant record of performance of individual directors, principals or staff. Note: Criminal background checks may be performed before monies are appropriated.

6. Proximity of the organization to the neighborhood(s) to be served.
7. Ability of the organization to meet statutory or ordinance requirements.
8. Other items that may arise as a result of the proposal review and/or interview process, if applicable.
9. WBE/MBE participation.

A selection committee has been established for this Request for Proposals. The selection committee is made up of eight members. The representation is as follows:

A representative of the Comptroller's Office.

A representative of the Public Safety Department

A representative of the Recreation Division of the Parks Department

A representative of the Juvenile Division

A representative of SLATE

The Chairman, Vice-Chairman, and an at-large member of the Public Safety Committee

Decisions of this committee shall be recommended to the Public Safety Committee of the Board of Aldermen as further required by ordinance.

Section 4. – Scope of Work:

The City is seeking proposals that demonstrate neighborhood-based approaches to prevention for the targeted youth to create an environment that prevents or deters crime (such as murder, assault and gang activity). Toward that end, no specific service delivery products or methods will be identified within this RFP for crime prevention programs. Bidders must present proposals for either expansion of existing programs or new programs for a targeted population of youth, male and female, in the targeted neighborhoods. A cap of \$100,000 has been established for all proposals submitted pursuant to this RFP.

Section 5. – Proposal content and format:

Proposals should be presented in the format (order) indicated below with clear breaks at each of the seventeen required sections.

1. Program description, components, goals and objectives.
2. Programs currently provided by the organization, the numbers and demographic characteristics of the participants being served, and the geographic distribution of those participants.
3. Performance and outcome measures. Identify the means for monitoring accomplishment of program objectives, and include actions that will be taken to comply with reporting requirements and demonstrate the ability to collect, analyze and report client demographics, utilization and outcome data. Describe the organization's invoicing and reporting history regarding timeliness, accuracy and completeness of reports and invoices. Detail strategies and activities the organization has implemented to improve in this area.

4. Methods to be used to recruit youth into the program.
5. Methods to be used to track participants and their progress.
6. Methods to be used to retain participants.
7. Program budget and proposal (bid) amount. (Note: administrative costs shall not exceed 7% of the total proposal amount.)
8. Qualifications (resumes) of program staff and organization chart.
9. Names and addresses of the organization's directors and/or principals.
10. Documentation of the organization's not-for-profit status, including IRS Tax Determination Letter, Articles of Incorporation and Organization's Bylaws. If you are a governmental entity, please provide the name of your entity and confirm that you are a public governmental body as defined in Chapter 610.010(4) of the Missouri Revised Statutes, known as the Missouri Sunshine Law.
11. Copy of business license, insurance documentation (see Section 6) and paid tax verification.
12. Most recent financial report.
13. Most recent Federal 990 form.
14. Organization's overall budget for most recent fiscal year.
15. Summary of 2012/2013 funding contracts and funding sources.
16. Minority and women enterprise participation in the organization.
17. Letters of support from entities within the area the applicant seeks to serve, letters of intent to collaborate, updated memoranda of agreements and/or linkage agreements. Form letters of support composed by the bidder are not acceptable.

Section 6. - Term and Amounts:

The contract developed pursuant to this RFP shall become effective on or about January 1, 2014, and shall be in effect for one year. Contracts may be renewed, extended or amended based on evaluation of program and availability of funds.

Proposals must include a firm, fixed bid for completion of all tasks identified within the proposal.

Contractors will be required to submit monthly invoices, with monthly progress reports. The City will also conduct quarterly site visits to monitor service delivery and progress toward goals as set forth in the contract.

Contracts developed pursuant to this RFP may be terminated by the City of St. Louis upon thirty (30) days written notice.

Section 7. - Insurance Requirements:

- A. All proposals must contain a **letter of intent** from an insurance company(s) authorized to do business in the State of Missouri stating its willingness to insure the Contractor pursuant to the terms of the contract developed pursuant to this RFP. **Upon award of a contract**, the Contractor shall procure and maintain, at the Contractor's expense, the following insurance coverage for the period of the

contract. Certificates evidencing the dates and amounts of such insurance must be provided to the City of St. Louis prior to execution of the contract.

1. Workers' Compensation Insurance as required by the State of Missouri.
2. Professional liability in the amount of \$100,000.
3. General Liability and Personal Injury Insurance up to \$100,000 with the City named as an additional insured.

Section 8. - Limitations:

This RFP does not commit the City of St. Louis to award a contract or to pay for costs incurred in the preparation of a proposal, or to procure or contract for service in connection therewith. The City of St. Louis reserves the right to accept or reject any or all proposals received as a result of this request, or cancel in part or in its entirety this RFP.

All proposals shall become the property of the City of St. Louis upon submission.